



Linda McCulloch, Superintendent
 Montana Office of Public Instruction
 PO Box 202501
 Helena, Montana 59620-2501
 www.opi.mt.gov
 ATTN: Educator Licensure

Educator's Application for Pre-Approval of Professional Development Activities for the Award of Renewal Units

Use this form if:

- You hold a Montana Educator License and
- You wish to attend a seminar or workshop and receive renewal units;
- Your school district does not approve your professional development activity to award renewal units and/or
- The seminar or workshop sponsor is not an approved provider or has not obtained approval to award renewal units for the event.

NOTE:

Requests for pre-approval should be received in the Educator Licensure Office a minimum of 7 business days prior to the event. Requests received after an event occurs will not be approved.

Renewal Unit Activity must be:

- A planned and structured experience;
- Of benefit to the license holder's professional development; and
- An exposure to a new idea or skill or an extension of an existing idea or skill.

SECTION I: Applicant/Educator Information

Last Name		First Name		Middle Name		Former Name(s)	
Mailing Address (Street, RFD, PO Box)			City		State	ZIP	E-Mail Address
Folio No.	Social Security No		Date of Birth	Home Phone		Work Phone	

SECTION II: Event Information

Name of Sponsoring Organization		Title of Event	
Location (hotel, conference center)		City/State	
Date(s)		Renewal Units Requested	
Event Website Address or Other Contact Information			

PLEASE INCLUDE A DETAILED AGENDA, AND COURSE DESCRIPTION (objective and/or purpose).

SECTION III: Signature

Signature	Date
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Return the completed application and attachments to:
 Office of Public Instruction
 Attn: Educator Licensure
 PO Box 202501
 Helena, MT 59620-2501

**Phone: (406) 444-3150
 Fax (406) 444-3924
 Website: www.opi.mt.gov/cert**